# summary

Analyst with over 20 years of experience in business accounting, finance for retail projects and implementation of HRIS software integration supporting mid-market platforms. Superb Customer Service excellence in Implementing Quality Analysis that support system improvements for business lines. Tactful with professionals at all levels, great follow through; ability to multi-task; punctual; dead-line driven and detailed oriented with coordinating projects, coordinating schedules, coordinating meetings and driving the set pace. Team player, ambitious, action person, hard worker, goes the extra mile. I can work very well independently and with a team. I am a fast leaner, open-minded and eager to learn new knowledge. **One can never know enough.**

# skills

* Ability to work independently and with a team
* Excellent communication skills – written and verbal
* Attention to detail and accuracy
* Ability to multi-task
* Excellent time and project management skills
* Comfortable working in a fast-paced environment
* Ability to analyze client’s existing systems, interface requirements, business processes
* Ability to be resourceful, proactive, and seek assistance as needed

# employment history

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| **Consulting Projects |Short Term Assignments [DFW, TX]****Consulting Business Development and Growth Opportunities for available Temp Assignment that included Financial, Reporting and Design, Operations, Accounting and Technical Software Implementation****Signet Jewelers, Project Coordinator*** [Support SAP Go Live]

**Reddy Ice, CoPacker & Distributor Accounting Analyst*** [Automate and Improve All Reporting]

**Rhino Rush 3G, Director of Operations & System Implementation*** [SalesForce, QuickBooks, Inventory WMS]

**Fairway Mortgage, Systems Business Analyst*** [Encompass Post Close Process Flow and System Page Improvements]
* Support client with Business Model by identifying improvement opportunities and implementing operation controls and processes successfully
* Consult, outline and manage implementation on all configuration and technical requirements and business process needs
* Define, test and deploy all system and software applications, including design and launch of internal communication and workflow sources [ie. Intranet]
* Manage multiple projects, outlining timing, resources and costs with varying levels of priority
* Communicate project updates and progression status and impacts daily
* Support All Teams, including Sales to ensure alignment on implementation timelines, as well as identify opportunities to streamline and improve business operations and implement process controls
* Support Customers with requests, order status and account questions to improve data integrity and accounting accuracy
* Understand functions across all departments, at all levels of the organization, to successfully maintain strong analysis, outline change control, identify task management, time management and problem-solving options for growth and improvement
* Improve current system by implementing connecting applications to bridge gaps in current business process and model
* Full Charge Bookkeeping, including Audit Controls, Account Reconciliation, AP System Development and Designing Proper Controls, Payment Application AR and Design Proper Account Management Controls [including Order Review-Inventory Control, Payment and Credit Application Process, Statement Design and Automation of Notifications, Documentat Tracking Scanning and Electronic Storage] and Design Financial Reporting for Forecasting and Plan
* Manage to UPC setup and tracking of product including new product GLN requests and documentation [sales and marketing spec sheet~IRI Data]
* Create and Design Reporting supporting full process and life cycle for business operations [including inventory management and implementing inventory controls to improve order efficiency and support cost effective opportunities improving supply chain management]
* Create training documents for each implemented process
* Consultant Assignment to support on any Projects to help improve efficiency in process flow
* Successfully meet all project timelines outlined and key role in successfully improving revenue with implemented process improvements and system controls and applications
 | Mar 2019-Present |
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| Business Analyst | Implementation Consultant, Ultimate Software, Integration Mid-Market [Remote, TX]* Technical HCM [HRIS Software] Implementation Management
* Complete Account Analysis and Support client through Integration Process with all Interfaces (Payroll or Benefits)
* Clear understanding of GL and HR/Payroll and the configuration and technical requirements needed by the client and vendor
* Define, test and deploy all third-party file transmissions for customers implementing UltiPro
* Manage multiple projects and clients with varying levels of priority
* Communicate issues effectively and Support Technical Team to ensure updates are made to all files in testing
* Support Project Team and Activation Team to ensure alignment on implementation timelines, as well as provide weekly updates on integration process
* Support Client with requests, questions and support of data updates or test results as well as manual options to continue business as normal until all interfaces are implemented.
* Support Vendors with compliance requirements for testing and production as well as setup and maintenance of transmission requirements supporting automation needed to finalize implementation
* Strong ability to interact with other departments, at all levels of the organization, maintaining strong analysis, change control, task management, time management and problem-solving skills
* Customer focused - remaining organized, detail-oriented, accurate and responsive to any client concerns or questions
* System knowledge requirements to ensure for successful transmission of client payroll as well as all benefit interfaces - UDES and UCN transmission setup
* Daily use and understanding of SQL and .NET to run internal error reports, analysis of configuration and setup, as well as submit test files or setup production cycle automation for all approved vendors
* Manage troubleshooting effectively and timely
* Monitor and Support Client and Vendor follow-up while files are in production
* Assist Management in Training and Mentoring Team and Assignment on Special Projects to help improve efficiency in process flow
* Successfully meet all close requirements to support Revenue
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 | Nov 2014-Feb 2019 |
| Growth Ventures Jr. Business Analyst, Frito Lay [Plano, TX]Support Sales Team, Demos and Client RequestsWork directly with Sales and Finance to ensure that sales and growth goals are supported.Complete ADHOC Report requests from Sales, Finance, Supply Chain and all Customers.Implement Weekly Tracker / Activity Report to reflect sales by BDM, Brand and by Broker.Manage CSRs, Warehouse Operations, Transportation Teams and Customers to address and prevent chronic delivery issues and increase processing accuracy.Monitor weekly reporting to ensure 100% compliance with invoicing protocol.Validate price/promotion discrepancies at time of order entry as well as communicate discrepancies to Sales and TPA for immediate action.Identify customers taking deductions for fines, fees, missed PA, invalid deduction with prevention as primary goal.Utilize deductions protocol research to handle all escalations to resolve deductions accurately and timely by working directly with Sales and Trade Spend.Complete T&E Journal Entries each periodMaintain and complete Broker Payments (Commission Requests)Complete Weekly Sales Tracker for all GV Products Forecast and Plan Reviews.Manage all workflow assignments and metrics for CSRs.Handle all CSR escalations and change management of product transitions to PWL system | Mar 2012-Nov 2014 |
| Account Operations Senior Coordinator, PepsiCo Financial Shared Services [Plano, TX]Audit high volume of invoices to ensure compliance with operating policies and proceduresUtilize audit process as an opportunity to train and develop associates on processing quality and accuracy skills.Develop and manage multiple processes and training decks related to the recovery of aged debit balances, vendor statement reconciliation, clearing of aged receipts, as well as initiate processing procedures to ensure a high level of team efficiency.Manage issue resolution utilizing standard escalation policy.Collaborate with cost accounting, purchasing, plant personnel and contract manufacturing / co-pack accounting to develop procedures and training which will assist in a more effective payment to vendors.Maintain SQL queries for analytic reporting - Oracle.SAP Super User, assisting in developing training for specific processes steps applicable to SAP.Complete analysis of weekly, periodic team, as well as personal reporting for metrics in both SAP and Oracle.Develop team members in Lead Webmaster roles associated with the team's internal webpage.Process high volume of invoices using 3-way match method while meeting discount and currency targetsResolve aged receipts and reconcile vendor statements in collaboration with the vendors, plant accountants and the buyers. Reconcile Plant Outages - Period End Close.Follow-up on parked/blocked invoices in SAP timelyCollaborate with cost accounting, purchasing, and plant personnel to resolve issues effecting payment to the vendors.Audit co-workers' invoices in Genesis (and release for payment) daily to ensure team qualityBackfill Team Coordinators when necessary with audits and training.Serve as a Control Owner for SOX controls for legacy systems.Track monthly metrics depicting processing accuracy in legacy systems.Assist in development and monthly updates of the team's internal webpage.Provide internal and external customer service | May 2007-Mar 2012 |

# Education

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| **Accounting and Business Management****NCTC College, Gainesville/Corinth Campuses** | Jan 1999-May 2002 |
| * GPA – 3.82
* Phi Theta Kappa Member
* Presidential Recognition | Dean’s List for Academic Excellence
* NCTC Student Ambassador
* Mentored Current and New Students and Advise Dean and Administrative Staff of Student Life Improvement Opportunities Supporting Both Campus Locations
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| **Collin County College, Plano East Campus*** GPA – 3.80
 | May 2012-Aug 2012 |

# Functional Skills



**SOFTWARE SKILLS**

Proficient in Microsoft Office Applications, including Viseo, Access, Outlook, Excel and Power Point, SAP, MSA, Genesis, Oracle, TOAD, Business Objects (SDW and PSRA Platforms), TSO (DB2), Win-shuttle, Business Warehouse - BEX Analyzer, DSW - Masterfiles, XNet, Legacy, Udes, BackOffice EDI, SalesForce, Confluence, Informatica, SWL, JIRA, SaaS Platform, SalesForce, QuickBooks, Encompass, Ultimate Software and Business Intelligence Reporting.